

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 64-106
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
6 FEBRUARY 2002**

Contracting

**★AIR FORCE INDUSTRIAL LABOR
RELATIONS ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: HQ AETC/LGCM (Mr Gary Kelso)

Certified by: HQ AETC/LGC
(Col Edward M. Anderson, Jr.)

Supersedes AFI 64-106/AETC Sup 1,
15 June 1998

Pages: 3
Distribution: F

AFI 64-106, 25 March 1994, is supplemented as follows:

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). This supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. **NOTE:** The reporting requirement in this supplement, paragraph 2.1., is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*, paragraph 2.11.8.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.4. HQ AETC/LGC is designated as the labor relations coordinator within this command for direct contact and liaison on labor relations problems. Associated HQ AETC staff agencies will provide guidance and assistance to installation organizations in the development of supporting plans, and during actual labor disputes.

1.4.1. (Added) Installation commanders will ensure the following organizations plan and carryout associated responsibilities:

1.4.1.1. Security Forces (SF). Formulates plan for reserved gate system. Coordinates with local law enforcement officials and advises them of the potential for a labor dispute. Ensures local law enforcement officials are prepared to maintain open and safe travel on public access routes to and from the installation. Reviews base boundaries and jurisdiction. Posts signs identifying reserved gate routing, monitors picketing, protests, and confrontations.

1.4.1.2. Staff Judge Advocate (JA). Provides legal assistance and guidance. Assists in the identification of installation boundaries and the appropriate response to picketing.

1.4.1.3. Public Affairs (PA). Assesses the labor dispute's local impact and develops an applicable community relations program. Informs community leaders and organizations when release of information is authorized to the public. Coordinates proposed news releases and responses to media queries with HQ AETC/PA, the installation commander, and the local JA, SF, contracting squadron (CONS), and directorate of personnel (DP). HQ AETC/PA is the release authority for information concerning relocation of training. Advises the base population of potential strike actions, appropriate response to questions, and overall base response. Coordinates as necessary with the communications squadron to establish appropriate routing of incoming calls concerning strike activities.

1.4.1.4. Communications Squadron (CS). Ensures incoming calls regarding strike activities are properly routed. Plans, supports, and takes action necessary to protect networked computer systems and the information contained therein. Plans for disposition of land mobile radio (LMR) assets assigned to contractor personnel.

1.4.1.5. Civil Engineer (CE). Creates signs required for the reserved gate system. Ensures installation maps clearly define base boundaries and are coordinated with CONS, JA and SF. Reviews contracts that may be affected by picketing and plans accordingly.

1.4.1.6. Comptroller (FM). Upon notification of a labor dispute, HQ AETC/FM develops the necessary course of action to resolve requests for civilian overtime and emergency funding, establishes a command emergency and special program (ESP) code, issues instructions to affected bases to report costs attributable to the labor dispute, and provides funding support for actions beyond the capability of affected bases, if available. Also, HQ AETC/FM maintains close liaison with all directorates and special staff agencies on matters that require funding support and advice, monitors the situation and provides appropriate financial support of alternative plans, if available. AETC wing comptrollers will support the affected wing commander with financial management advice, and report the status of contractor strike and associated impact to the financial analysis division (HQ AETC/FMA), as requested.

1.4.1.7. Mission Support Squadron (MSS). The civilian personnel flight assesses the potential requirement for overtime, staggered work schedules, etc., and interfaces with the civilian employee union regarding the necessary adjustments.

1.4.1.8. Contractor-Supported Functional Areas. This activity develops plans for actions to maintain the health and physical security of assigned personnel and government property in the event of a partial or complete loss of contractor workforce. Develops plans to verify applicable contractors are carrying out their own strike response plans.

1.6. The CONS commander is the point of contact for base labor dispute planning, communication, and actions. Upon notification of a potential or actual labor dispute, he or she will assess the situation, advise the installation commander and the agencies listed in paragraph 2.1., and notify HQ AETC/LGC. The CONS commander will advise all affected contractors of labor disputes and use of picketed gates. The CONS commander will review contractor strike plans for realism and ensure contractors implement strike plans to the maximum extent possible, and make every reasonable effort to come to an agreement with the striking workforce. The CONS commander ensures that functional areas assess the potential for sympathy strikes.

2.1. Installation contracting activities will report all potential and actual labor dispute actions (except those under Title 7, *Civil Service Reform Act, Labor-Management Relations in the Federal Service*) to

HQ AETC/LGC and the appropriate regional Air Force labor relation's advisor (LRA). The contracting officer, HQ AETC/LGC, and the LRA will immediately assess the situation. Throughout the labor dispute, the contracting officer will report all applicable information to HQ AETC/LGC and the regional AF LRA.

2.1.1. (Added) Upon notification of a potential labor dispute, HQ AETC/LGC will:

2.1.1.1. Immediately advise the Director of Logistics (HQ AETC/LG), the crisis action team (CAT), and other interested staff agencies. HQ AETC/LGC will also keep these offices informed throughout the process.

2.1.1.2. Prepare reports of significant events in the labor dispute, including a final report on the settlement based on inputs from the installation-contracting officer and the LRA. Each follow-on report will contain a summary of information given previously and an outline of current status.

2.1.1.3. Assemble a labor relations team (LRT) comprised of interested staff agencies (Attachment 1) to monitor the situation, and provide guidance to the affected installation when notified of an impending strike.

2.1.1.4. Ensure effective liaison is maintained between the installation personnel, the LRA, and the regional AF LRA.

2.1.2. (Added) During labor negotiations or an actual strike situation, the LRT will meet as often as necessary to assess the situation and provide daily reports to the CAT.

2.3.2. The installation commander will convene an executive working group (EWG) of interested installation organizations when informed of a labor dispute that will disrupt mission capability. The contracting officer is the office of primary responsibility for installation EWGs. The EWG will review the situation and ensure appropriate actions are taken to protect the health, safety, and welfare of assigned personnel and property, and determine the most practical response to continue the installation mission to the maximum extent possible. The contracting officer will report all EWG planning and actions to HQ AETC/LGC.

4.1.3. Contracting officers will monitor the status of all collective bargaining agreements (CBA) applicable to installation contracts. If a CBA is within 45 days of expiration and a follow-on CBA has not been negotiated and approved, contracting officers will coordinate with the regional AF LRA and notify HQ AETC/LGC to assess the situation. The contracting officer will determine the potential for a labor dispute, and if the probability of a labor dispute exists, he or she will notify the installation commander immediately.

DOUGLAS C. BECKWITH, Colonel, USAF
Deputy Director of Logistics